

Dania Abdallah Younes

Date of Birth: 22 April 1989

Phone: 70034616

Education

Lebanese International University (LIU)

Bachelor's Degree in Accounting — 2008

Work Experience

Secretary & Sales Officer

PestPast

Employment Period: 2010 – 2022

Key Responsibilities: - Administrative and secretarial support - Sales coordination and client follow-up - Preparing reports and handling documentation - Assisting with daily office operations

Skills

- Computer Skills: Microsoft Word, Microsoft Excel
 - Administrative and organizational skills
 - Sales support and customer communication
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Languages

- English
- French